

Common Access Card (CAC) Sustainment Working Group

Charter

06 October 2003

Date	Author	Change Made
03 OCT 2003	Christine Hesemann	Initial Draft
06 OCT 2003	Doug Ebner	Initial Updates
08 OCT 2003	Christine Hesemann	Add two names to participation roster
16 OCT 2003	Christine Hesemann	Add name to participation roster and remove "DRAFT" designation

PURPOSE	2
DELIVERABLES	2
DURATION	2
PARTICIPATION	2
ACTIVE VOTING PARTICIPANTS	2
OVERSIGHT PARTICIPANTS	2
OBSERVING PARTICIPANTS	2
KEY ACTIVITIES	3
COMMUNICATION PLAN	3
APPENDIX A – PARTICIPANT ROSTER	4

Purpose

The CAC Sustainment Planning Working Group is charged with developing, coordinating and implementing plans to reach a “steady state sustained CAC operation.” In order to reach that goal by FY06, the group will develop written plans to bridge the gap between initial issuance and long-term sustained issuance, re-issuance and maintenance of the Common Access Card.

Deliverables

The key deliverable of the group is a CAC Sustainment Plan with the following integrated Plans and Concept of Operations:

- CAC Re-issuance Plan
- CAC Maintenance Plan in support of NMCI/PKI
- Consolidated Card Facility CONOPS

Duration

The CAC Sustainment Planning Working Group will remain active until the CAC Sustainment Plan is coordinated and approved for implementation.

Participation

Participation to the working group is open to all interested Department of the Navy activities. Each activity is invited to appoint a representative to participate in the working group. There are three types of participation, Active Voting Participants, Oversight Participants, and Observing Participants.

ACTIVE VOTING PARTICIPANTS

Active Voting Participants are those individuals charged with representing a command or activity to help formulate the CAC Sustainment Plan. These participants will be the group that makes the final recommendation decisions.

OVERSIGHT PARTICIPANTS

Oversight Participants are those individuals who are to be kept actively informed of the progress of the working group. These participants are invited to participate in the weekly working group and will be copied in all electronic communication sent to the group.

OBSERVING PARTICIPANTS

Observing Participants are those individuals who either wish to be informed and participate in the discussions of the Working Group or directly support an Active Voting Participant. Observing Participants will be copied in all electronic communication to the group and invited to the weekly working sessions.

Please refer to Appendix A for current participant roster. If you would like to be added to the roster, please e-mail christine.hesemann@navy.mil with your name, command, and e-mail address.

Key Activities

The goal of creating a “steady state sustained CAC operation” is dependant upon several elements. The working group will develop an enterprise CONOPS for the Department of the Navy (DON) divided into the components of the CAC Sustainment Overview and Summary, CAC Re-issuance Plan, CAC Maintenance Plan, and the Central Issuance Facility Plan.

Subjects the working group will take into consideration when developing these plans are infrastructure upgrade schedules, NMCI schedule, issuance workloads, resource levels, and costs associated with sustained CAC operations.

Communication Plan

The working group meets weekly on Wednesday at 1500 EDT/EST, via telephone conference. DON eBusiness Operations Office hosts and facilitates these meetings. An agenda and any read ahead material will be sent out the day before the meeting.

Telephone Conference Dial-in Number: 877-779-0652

Participant Code: 801176

Weekly meeting minutes summarizing discussions, action items, and timelines will be forwarded to all participants by close of business the following day.

When communicating with the working group, the Active Voting Participants will be in the TO: line of all electronic mail. The Oversight and Observing Participants will be included in the CC: line.

Appendix A – Participant Roster

PARTICIPANT	NAME	COMMAND	E-MAIL ADDRESS
Active	Mr. Doug Ebner	DON eBusiness Ops Office	Douglas.Ebner@navy.mil
	LCDR Mary Smith	PSD Sewells Point	smithm@psalant.navy.mil
	Ms. Donna Freeman	Representing CNI	Donna.Freedman@navy.mil
	LCDR Maryjane Perry	COMPACFLT	Maryjane.Perry@navy.mil
	Mr. Milt Hemmingsen	CMAR	mhemmingsen@nablc.navy.mil
	LT Robert Fuentes	PSD Little Creek	fuentesrd@psalant.navy.mil
	PNCS Gary Rowe	PERSCOM	p332c@persnet.navy.mil
	Mr. Frank Jones	Representing N614	Francis.jones@navy.mil
	Ms. Samantha Crowell	HCMC C4	CrowellSH@hqmc.usmc.mil
	Mr. Seth Gang	NETWARCOM	Seth.gang@netwarcom.navy.mil
Oversight	CAPT Andy Koch	PSA Atlantic	kocha@psalant.navy.mil
	CAPT Bill Pappas	PERSCOM	P33@persnet.navy.mil
	CAPT Cynthia Covell	COMPACFLT N1	cynthia.covell@navy.mil
	CDR J. Christensen	PSA San Diego	jchristensen@psasd.navy.mil
	Ms. Ruthann Zombolas	COMPACFLT N6	ruthann.zombolas@navy.mil
	Ms. Bonnie Armstrong	DON eBusiness Ops Office	bonita.armstrong@navy.mil
	Mr. Bob Weilminster	N614	Weilminster.Robert@hq.navy.mil
	Mr. Jeff Huskey	CNI CIO	jeffrey.huskey@navy.mil
Observing	Ms. Mary Stroz	HQMC	StrozM@manpower.usmc.mil
	Mr. Bob Nering	COMPACFT N66	Robert.Nering@navy.mil
	LT Alfred Innacone	PSA Jacksonville	innacone@psajax.navy.mil
	Mr. R. Phifer	PSA San Diego	rphifer@psasd.navy.mil
	PNCS Glen Fleenor	CPF N1	Glen.Fleenor@navy.mil
	Ms. Christine Hesemann	DON eBusiness Ops Office	Christine.Hesemann@navy.mil
	Mr. Ted Kyle	DON eBusiness Ops Office	Edward.Kyle@navy.mil